

# **Special Notices**

Apprenticeship and Training Certification

IDOT Proposals Authorization to Bid Requests

Subcontractor's Registration

# SPECIAL NOTICE

## APPRENTICESHIP AND TRAINING CERTIFICATION

Public Act 93-00642, effective June 1, 2004, amends the Illinois Procurement Code. This impacts all bidders on IDOT projects that are not federally funded. In addition, the requirement also applies to subcontractors.

In accordance with the provisions of Section 30-22 (6) of the Illinois Procurement Code, the bidder must certify that it is a participant, either as an individual or part of a group, in the approved Apprenticeship and Training Programs applicable to each type of work or craft the bidder will perform with its own forces. Further, the bidder must certify that for work that will be performed by subcontract, each of its subcontractors, submitted for approval, either: (a) certification that the subcontractor is participating in an approved, applicable Apprenticeship and Training Program at the time of the bid; or (b) will, prior to commencement of performance of work, pursuant to this contract, begin participation in an approved Apprenticeship and Training Program applicable to the work of the subcontract. This requirement is located in the Proposal in Paragraph K. Apprenticeship and Training Certification.

This is not applicable to federal aid projects. This certification and the required information **must** be submitted with the bid. Bids submitted for state funded projects that do not contain the required information will be declared non-responsive and the bid **will not** be read.

**Paragraph K has been revised please read it carefully and submit all required information.**

## Subcontractor Registration

Subcontractors interested in participating on contracts are required to register with the Department. Prequalified contractors, material suppliers and trucking companies are **NOT** required to register. Subcontractors can register electronically at the Department's web site, <http://www.dot.il.gov/>. At the home page click on "Doing Business". The subcontractor registration form is listed under Contractor Services. The registration form requires minimal information and can be completed in minutes. Confirmation, along with a registration number, will be received by e-mail in 1-2 days. Registration is valid for one year and will then require renewal. Questions may be addressed to the Prequalification Section, Bureau of Construction.

Phone: (217) 782-3413

E-mail: [COPPMMD@dot.il.gov](mailto:COPPMMD@dot.il.gov)

# Special Notice Regarding IDOT Proposals, Authorization To Bid & Requests For Plans & Proposals

## ABOUT IDOT PROPOSALS

All proposals issued by IDOT are potential bidding proposals. Each proposal contains all Certifications and Affidavits, a Proposal Signature Sheet and a Proposal Bid Bond required for Prime Contractors to submit a bid after written AUTHORIZATION TO BID has been issued by IDOT's Central Bureau of Construction.

## ABOUT AUTHORIZATION TO BID

**WHO CAN BID?:** Bids will be accepted from only those companies that **request and receive** written **Authorization to Bid** from IDOT's Central Bureau of Construction. To request authorization, a potential bidder must complete and submit Part B of the Request for Authorization to Bid/or NOT For Bid Status form (BDE 124INT).

**WHAT CONSTITUTES AUTHORIZATION TO BID?:** When a prospective prime bidder submits a "Request for Proposal Forms and Plans" he/she must indicate at that time which items are being requested for Bidding purposes. Only those items requested For Bidding will be analyzed. After the request has been analyzed, the bidder will be issued a **Proposal Denial and/or Authorization Form**, approved by the Central Bureau of Construction, that indicates which items have been approved for Bidding. If **Authorization to Bid** cannot be approved, the **Proposal Denial and/or Authorization Form** will indicate the reason for denial.

**FIRMS UNSURE AS TO AUTHORIZATION STATUS?** Firms that have not received an authorization form within a reasonable time of complete and correct original document submittal should contact the department as to status. This is critical in the week before the letting. These documents must be received by three days before the letting date. Firms unsure as to authorization status should call the Prequalification Section of the Bureau of Construction at 217/785-4927.

## ABOUT REQUESTS FOR PLANS & PROPOSALS

The request form used for ordering plans and proposals, Form BDE 124INT (Revised 3/2004), has been designed to provide better communication between requesters and IDOT personnel who are responsible for processing plan and proposal orders. If requesters follow the instructions printed on the reverse side of the form, it will help save time, eliminate errors and expedite the processing of requests.

Requests for plans and proposals will not be honored unless submitted on the proper form, a copy of which is included in this issue of the Transportation Bulletin.

### Notice

NO AUTHORIZATION TO BID WILL BE ISSUED UNTIL A **COMPLETED PART B OF FORM BDE 124INT** and THE **ORIGINAL** AFFIDAVIT OF AVAILABILITY HAS BEEN FILED WITH THE CENTRAL BUREAU OF CONSTRUCTION